

TOWN OF ELLINGTON
Building Department
57 Main Street
Ellington, CT 06029
(860) 870-3124

What Should I Submit when Applying for a Building Permit?

- Completed application form.
- Proof of worker's compensation coverage or completed waiver.
- If homeowner is not performing the work, then proof of registration or trade license.
- Fee payment.
- **Residential Permits:** Two copies of plans and/or details showing sufficient clarity to indicate the nature and extent of the proposed work. The following are requirements for submitting construction documents for new homes and additions:
 1. Foundation plan/details/reinforcing, floor plans, elevations, and building sections of the actual structure to be built.
 2. Wall bracing requirements. The floor plans need to show braced wall lines and identify braced wall lines, bracing methods, wall line spacing, required bracing with adjustments for wind factor, bracing length provided, hold down requirements, and related details.
 3. Plans need to identify egress window size in each bedroom.
 4. Provide engineering data for any truss system, beam sizing, or engineered lumber used throughout the project.
 5. Specify prescriptive insulation requirements or provide IECC res-check.
 6. Specify garage separation requirements.
- **Commercial Permits:** Three copies of plans and/or details showing sufficient clarity to indicate the nature and extent of the proposed work. The following are requirements for submitting construction documents for new commercial structures and additions:
 1. A code sheet that specifies use/occupancy, occupant load, construction type, and height/area limitations with any permitted increases.
 2. Foundation plan/details/reinforcing, floor plans, elevations, and building sections of the actual structure to be built.
 3. All structural information and engineering data.
 4. Location and details of any fire resistive construction.
 5. Fire protection details.
 6. Egress requirements: specify number of exits, length of exit access travel distance, and door size/swing. Show exit lighting.
 7. Door, hardware, and interior finish schedules.